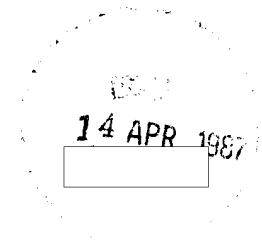


ADMIN-SR

DCI/ICS 6158-87
3 April 1987

ILLEGIB



MEMORANDUM FOR: [redacted]
Director of Training & Education

STAT

FROM: Chief Administrative Staff
Intelligence Community Staff

SUBJECT: Cancellation of 26 March 1987 Traveler Awareness Program

REFERENCE: Employee Bulletin [redacted] dated 20 February 1987

STAT

The attached note from an Intelligence Community Staff secretary with added comments by her supervisor [redacted] is self-explanatory. I am forwarding this to you because I believe Directorate of Administration (DA) Office Heads should be aware of how the DA is perceived when a program it is sponsoring does not come off correctly.

STAT

The Traveler Awareness Program was announced by referenced bulletin. Any change to the published times and dates of the program should also have been announced by an Employee Bulletin. What checking I have done indicates there were between [redacted] employees in the auditorium for the 26 March morning session and the major portion of these employees had traveled to Headquarters from the out buildings. This estimate of how many showed up and where they came from tells us that the procedure used (I understand the senior directorate training officers were told to pass the word that the 26 March sessions were canceled) to inform all employees that the 26 March sessions were canceled was not very successful. The inconvenience and loss of work time the [redacted] employees experienced plus the negative impression they got of the DA cost the Agency and the DA more in dollars and reputation than what it would have cost to print another Employee Bulletin.

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w/attachment

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Subject: Cancellation of 26 March 1987 Traveler Awareness Program

Distribution: DCI/ICS 6158-87

Original - Addressee

1 - [redacted] D/CCISQMS, w/o attachment
1 - [redacted] CCISQMS, w/o attachment
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1 - ICS Registry

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3 April 1987

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